Department of Fish and Game

DEPARTMENT BULLETIN

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To: All Department Employees

FGOM Holders

Subject: Time Sheet Procedures

This bulletin is to remind all employees of their roles and responsibilities regarding the processing of employee time sheets.

Every employee is responsible for accurately completing and signing an Attendance and Labor Distribution Report (FG 681) each month. Employees must submit their completed and signed FG 681 to their immediate supervisor on the last day of each pay period. To ensure timely and accurate reporting of labor distribution, it is critical that the attached *Employee and Supervisor Time Reporting Guidelines*, taken from the DFG *Time Reporting Handbook* (http://dfgintranet/Portals/0/Director/TimeReportingHandbook.pdf), is followed.

Supervisors are responsible for reviewing an signing each of their subordinate employees' FG 681s to ensure that all information is correct, including the proper allocation of hours, Index, PCA, activity codes, etc. Supervisors must notify the employee of any corrections made to the FG 681 and must initial the corrections made. Only the immediate supervisor may certify and sign the FG 681 for each of their subordinate employees. If the immediate supervisor is not available, the next manager/supervisor in the chain of command is responsible for verifying the information and signing the FG 681. Designated **lead staff is not authorized to sign time sheets** on the behalf of a supervisor.

The original FG 681s must be submitted by the supervisor in a timely manner to their assigned Personnel Specialist (PS) with a copy (via overnight mail or fax) directly to the Accounting Services Branch (ASB). To ensure timely and accurate reporting of labor distribution to ASB, it is critical that the Accounting Time Sheet Report Submission Process, within the *Employee and Supervisor Time Reporting Guidelines*, is followed. The PS and ASB must receive intermittent and seasonal employee FG 681s no later than the **fifth working day** after the end of the pay period each month.

Employees including supervisors who work on Federal funded projects are reminded that failure to follow the policy above may result in Federal funds being withheld or lost.

Please refer to the Fish and Game Operations Manual Sections 7410, 7420, and 12286 for complete Attendance and Labor Distribution Report procedures. The FG 681 may be accessed on the DFG intranet at

 $\underline{http://dfgintranet/portal/HumanResources/Personnel/InstructionsforCompletionofFG681/tabid/232/Default.aspx}$

Questions regarding Attendance and Distribution Report procedures may be directed to your assigned PS.

Harriet Kiyan Assistant Deputy Director Administration